

	<b>TAB D-1: PROFESSIONAL DEVELOPMENT</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Has the Director of Professional Development (DPD) been appointed in writing?	CAPR 10-3 Para 1c
2.	Is a Professional Development (PD) reference library being maintained?	CAPR 50-17 Para 2-2
3.	Has the wing commander assigned a wing Test Control Officer (TCO) in writing? a. Does the wing maintain copies of unit TCO appointments? b. Are testing materials inventoried at least every 90 days? Are test inventory logs maintained for at least 6 months? c. Are testing materials properly secured? d. Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the wing TCO?	CAPR 50-4 Para 3a  CAPR 50-4, Para 7  CAPR 50-4 Para 5 & 6  CAPR 50-4 Para 6 and CAPR 50-17 Para 8-1b(3)(d)
4.	Are the Senior Training Reports (STR) updated and used as a management tool by Professional Development Officers (PDOs), commanders and the wing?	CAPR 50-17 Para 2-6
5.	Has the DPD updated the CAPFs 45b of wing staff members?	CAPR 50-17 Para 2-4b
6.	Is Level I Training being offered quarterly? • Does the wing receive copies of all CAPFs 11 for each Level I?	CAPR 50-17 Para 3-6 CAPR 50-17 Para 3-8
7.	Have all senior members completed Cadet Protection Program Training (CPPT)?	CAPR 50-17 Para 3-4
8.	Has the wing conducted a Squadron Leadership School (SLS) and a Corporate Learning Course (CLC) at least annually? a. Are SLS and CLC Course Directors appointed by the wing commander? b. Are CAPF 11's for SLS and CLC completions signed by the wing commander and forwarded to reach HQ CAP/ETP NLT 14 days after completion of the course?	CAPR 50-17 Para 4-6b and 5-3c  CAPR 50-17 Para 4-6d and 5-3e CAPR 50-17 Para 4-6e and 5-3f
9.	Are Professional Development awards processed in a timely and appropriate manner?	CAPR 50-17 Para 2-5